



Job Profile Occupational Medical Practitioner

JOB INFORMATION SUMMARY	
JOB TITLE:	Occupational Medical Practitioner
REPORTS TO:	Executive Manager: Corporate Services
JOB GRADE:	TASK 19/ E1
OCCUPATIONAL LEVEL	Specialist
FUNCTIONAL AREA:	Occupational Health and Employee Wellness
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

ROLE PURPOSE
The purpose of this role is to perform occupational medical related functions of an Occupational Medical Practitioner (OMP) associated with the effective operation of the assigned clinic.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
a) Conduct pre-employment/pre-placement, exit and fit for duty medical examinations and Medical Surveillance Programs	• Provide a professional occupational and primary healthcare service; • Perform medical examination on PIKITUP employees scheduled for examination once the Occupational Health Nurse Practitioner (OHNP) has prepared the necessary medical examination test; • Assist with work-related clinical matters, e.g. incapacity and disability management; • Facilitate referrals to doctors, specialists or hospitals; • Conduct fitness-to-work reviews on employees affected by injury or ill-health and issue a formal report to guide management on any applicable fitness-to-work limitations; • Liaise with the professional colleagues where necessary for advise; • Monitor and treat chronic health conditions e.g. hypertension; • Manage the medical examination targets set by the PIKITUP service level agreement; • Complete or ensure completion of medical administration; • Submit monthly and quarterly reports to management or as and when required; • Keep records.
b) Provide occupational medical and health advisory management and educations services	• Provide high-quality, cost-efficient occupational health-focused medical programmes; • Conduct educational awareness campaigns on Occupational Health Services programmes within PIKITUP's road shows; • Assist with the implementation of medical surveillance programme; • Conduct Health Risk Assessments; • Provide inputs into accident investigations involving PIKITUP employees;



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	- Advise on Occupational Hygiene requirements and results, issues relevant to PPE; - Participate on the relevant Health and Safety Committees; - Advise on disability and absenteeism management; - Provide support and input into Employee wellness awareness campaigns on various health-related subjects and themes, including HIV/AIDS management, mental health, stress management, infectious disease prevention, Musculo-skeletal disorder and lifestyle disease prevention; - Provide support and guidance on immunisation of employees traveling to high-risk areas nationally/ Internationally.
c) Legislative compliance, policy development and implementation	- Assist with the formulation, implementation, monitoring, and review of specific Policies, SOPs, and Protocols according to the relevant legislation. - Ensure adherence and compliance with statutory requirements as prescribed by the Occupational Health and Safety Act 85 of 1993 and all applicable legal, standard and regulatory requirements.
d) Project Management	Participate in various projects as identified in the HR strategy as well as Employee Wellness projects such as substance and drug abuse, stress management and incapacity management etc.
e) Conduct research	- Research and benchmark on appropriate Occupational Health Services e.g. incapacity, primary health care and etc; - Conduct surveys on specific health-related topics such as SA vs. Global Trends.
f) Supervision/Management of employees and Staff Development	Assist with the supervision and management of Occupational Health Nurse Practitioners: - Supervise staff through informal and formal discussions; - Manage staff performance through implementing the performance management system and using it as fully as possible; - Conduct needs analysis discussions based on performance appraisal and determine staff training needs - Maintain an open-door policy with regard to subordinates to empower them to seek assistance and to motivate them when required; - Comply with internal staff regulations and HR related legislation; - Provide and support on-going training and development; - Counsel and discipline staff if required.
g) Ad hoc and Miscellaneous	The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.



KEY RELATIONSHIP INTERFACES

Internal Key Relationships

- Pikitup Managing Director
- EM: Corporate Services
- GM: Human Capital Management
- Executive Team and Senior Management
- Pikitup staff particularly Operations

External Relationships (with departments and other key parties)

- Health Professional Council of South Africa HPCSA
- Local Government
- NGO's
- Community Based Organisations (CBOs)
- Private Sector (e.g. De Beers, Eskom regarding training, service providers, other professional organisations and nurses and medical practitioners)
- City of Johannesburg

Job Specific Requirements

Competencies (Knowledge, skills and attributes)

Skills	Behavioural Attributes
• Strong communication and diplomacy skills; • Analysis and problem solving; • Strategic formulation and implementation; • Reporting writing skills; • Human Resources Management skills including performance management; • Conflict Management including negotiation and mediation; • Influencing and collaboration skills; • Effective verbal and written presentation at all levels; • Computer skills including Ms Word and Excel.	• Integrity and Honesty; • Strategic Thinking; • Organising and prioritising; • Judgement and decision making; • Adapting and responding to change; • Developing relationships; • Dynamic and Influential; • Networking and collaboration.
Knowledge State the job knowledge required	• Knowledge of industry standard, best practices and trends in the discipline.

Qualifications

Minimum	Ideal
• Bachelor's degree in Medicine and Surgery (MBChB). • A postgraduate diploma in Occupational Medicine. • HPCSA registration as a Medical Practitioner. • Dispensing license as per Medicines and Related Substances Act 101 of 1965 (as amended).	
Experience	
Minimum	Ideal
• At least 8 years' experience as a registered Occupational Medical Practitioner. • 5 years' work experience in managing incapacity and disability cases and other	

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occupational health-related issues such as medical surveillance programs.

- Experience in biological monitoring programs.
- Experience in undertaking Health Risk Assessments.
- Emergency care experience.
- Driver's license and access to own vehicle.

Job profile approved by:

Name (Incumbent)

Signature

Date

Line Manager

Signature

Date